

COMPUTERS

All classes are taught by Lynn Pesonen

HANDS-ON DIGITAL PHOTO AND SCANNER

You have photos you need scanned or have taken with your digital camera, now what? Learn how to organize your photos and how to edit your pictures with PhotoShop Elements. The concepts you learn will allow you to enhance and preserve great photos. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30.00 Lab Fee at the first class session. Computers and scanners are provided.** One person per computer.

Location: CAB

\$100 / \$120 NR • 2 classes

20.305 M 6:30-8:30pm 6/21-6/28

HANDS ON BEGINNING COMPUTERS- WINDOWS, EXCEL, WORD

Tired of asking family and friends for help? We'll begin discussing the different parts of the computer and how to navigate Windows beginning with the Start Menu. You'll learn how to create spreadsheets using Microsoft Excel and word-processing using Microsoft Word. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session. Computers are provided. Two persons per computer.**

Location: CAB

\$100 / \$120 NR • 3 classes

20.301 M 6:30-8:30pm 7/12-7/26

HANDS-ON MICROSOFT WINDOWS

Do you know where your files go when you save or download them? Take the mystery out by learning how to create and manage your files and folders. You'll learn how to create and save your files in the appropriate folder, move and delete files, plus how to back them up externally. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. Computers are provided.** Two persons per computer. **NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$40 / \$47 NR • 1 class

20.303 M 6:30-8:30pm 8/2

HANDS-ON MICROSOFT EXCEL - NEXT STEP **NEW**

Have you been using Excel to its full potential? Become proficient and improve the way you use powerful tools to analyze and communicate your data. You'll discover how to quickly and efficiently apply automatic styles, wrap text, merge and center cells, how to freeze and unfreeze columns and rows and create custom charts. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$20.00 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$40 / \$47 NR • 1 class

20.302 M 6:30-8:30pm 8/16

HANDS-ON MICROSOFT WORD-MAIL MERGE

Accomplish your mailings quickly and easily! You'll learn how to setup a mail merge in 6 easy steps. You'll create a customized name and address list and merge the list to print onto letters, labels and envelopes so each is personalized. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$40 / \$47 NR • 1 class

20.304 M 6:30-8:30pm 8/23

HANDS-ON POWERPOINT

Learn to design and enhance your slide show presentations. We'll work with presentation designs, bulleted lists, inserting photos and clip-art, apply animation effects and how to run the presentation with ease. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$40 / \$47 NR • 1 class

20.308 M 6:30-8:30pm 8/30



About Lynn Pesonen

Lynn Pesonen has been teaching in the Bay Area since 1996 helping thousands to learn valuable computer skills by offering quality training in a friendly, relaxed and professional environment while understanding the importance of clear, accurate and patient instruction. In 2009 she was recognized by Cambridge Who's Who for demonstrating excellence in computer instruction. When Lynn's not teaching she enjoys gardening, attending sporting events, traveling and spending time with her family and friends.